

# Central Film School

2025-26

Central Film School

## Resources Board Terms of Reference

### Section A - Purpose and Structure

#### 1. Description

- 1.1. The purpose of the Resources Board is to oversee the management, allocation, and strategic development of the school's resources, ensuring they align with academic objectives and industry standards
- 1.2. The Board ensures that resources effectively support teaching, learning, and production activities while maintaining sustainability and best practices.

#### 2. Membership

- 2.1. The membership of the Resources Board will include:

- Chair - Production Manager
- CEO/Chair of the FCC
- Head of School
- Kit Assistants (Secretary)
- Student Representative(s)
- Course Leaders or relevant sessional tutors
- External Advisor(s) (if required)

#### 3. Reporting Structure

- 3.1. The Board will report to the Academic Board on resource-related decisions, developments, and challenges.

- 3.2. A summary and key recommendations will be documented and submitted for institutional review and budget approval.

## **4. Meetings**

- 4.1. The Resources Board will meet one time per academic year, with additional meetings convened as necessary.
- 4.2. Agendas will be distributed in advance, and meeting minutes will be recorded and circulated to relevant stakeholders.
- 4.3. Extraordinary meetings may be held to address urgent resource-related matters.
- 4.4. Quorum is achieved by a minimum 50% including the Chair, CEO, Course Leader and at least one Student Representative.

## **Section B - Terms of Reference**

### **5. Terms of Reference**

- 5.1. The Resources Board is responsible for overseeing and advising on the following areas:
  - Procurement, allocation, and management of equipment, technology, and facilities.
  - Maintenance, upgrading, and replacement of resources in line with industry standards.
  - Fair and efficient access to resources for students and staff.
  - Adoption of emerging technologies and their integration into the curriculum.
  - Development of policies related to resource usage, security, and sustainability.
  - Review of budgetary requirements and recommendations for resource investments.

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